



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Matt Mitzen, Treasurer
City Political Action Committee
(City PAC)
P.O. Box 1198
Chicago, IL 60690

MAR 21 2001

Identification Number: C00187526

Reference: October Quarterly Report (7/1/00-9/30/00)

Dear Mr. Mitzen:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Line 6(a) of the Summary Page represents the total cash-on-hand as of January 1, 2000. This figure should be the same on all the reports covering the calendar year. Please amend your report to clarify the change made in Line 6(a).

-Your calculations for Lines 6(c) and 7, Column B of the Summary Page and Lines 11(a)(i), 11(a)(ii), 11(a)(iii), 11(d), 19, 20, 21(b), 21(c), 30 and 31, Column B of the Detailed Summary Page appear to be incorrect. Please provide the corrected totals on the Summary and Detailed Summary Pages.

-The beginning cash balance of this report should equal the ending balance of your Amended July Quarterly (4/1/00-6/30/00), received 10/14/00. Please clarify this discrepancy and amend any subsequent report(s) that may be affected by this correction.

-Commission Regulations require that a committee disclose the identification of all individuals who contribute in excess of \$200 in a calendar year. (11 CFR §104.3(a)(4)(i)) Identification for an individual is defined as the full name, mailing address, occupation and name of employer. (11 CFR §100.12) Your report discloses contributions from individuals for which the identification is not complete.

CITY POLITICAL ACTION COMMITTEE (CITY PAC)

PAGE 2

You must provide the missing information, or if you are unable to do so, you must demonstrate that "best efforts" have been used to obtain the information. To establish "best efforts," you must provide the Commission with a detailed description of your procedures for requesting the information. Establishing "best efforts" is a three-fold process.

First, your original solicitation must include a clear and conspicuous request for the contributor information and must inform the contributor of the requirements of federal law for the reporting of such information. (11 CFR §104.7(b)(1))

Second, if the information is not provided, you must make one follow-up, stand alone effort to obtain this information, regardless of whether the contribution(s) was solicited or not. This effort must occur no later than 30 days after receipt of the contribution and may be in the form of a written request or an oral request documented in writing. (11 CFR § 104.7(b)(2))
The request must:

- clearly ask for the missing information, without soliciting a contribution;
- inform the contributor of the requirements of federal law for the reporting of such information, and
- if the request is written, include a pre-addressed post card or return envelope.

Third, if you receive contributor information after the contribution(s) has been reported, you shall either a) file with your next regularly scheduled report, an amended memo Schedule A listing all the contributions for which additional information was received; or b) file on or before your next regularly scheduled reporting date, amendments to the report(s) originally disclosing the contribution(s). (11 CFR §104.7(b)(4))

Please provide the missing information or a detailed description of your procedures for requesting the information. For more information on demonstrating "best efforts," please refer to the Campaign Guide.

-On Schedule A supporting Line 11(a)(i) of the Detailed Summary Page, your report disclosed contributions from individuals that omit the aggregate year-to-date totals. Please amend your report by supplying the information.
11 CFR §104.3(a)(4)(i)

-Please amend Schedule B supporting Line 23 by providing the office

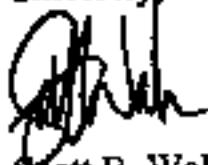
CITY POLITICAL ACTION COMMITTEE (CITY PAC)

PAGE 3

sought (i.e., House, Senate or President) including the state and congressional district for each contribution made. 11 CFR §104.3(b)(3)(ii) and (v)

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division). My local number is (202) 694-1130.

Sincerely,



Scott B. Walker
Reports Analyst
Reports Analysis Division

